

SECRET

28 April 1971

Steve,

I think I can best respond to your request for comments on your proposed provisional employee fitness report control system if we stand back for a moment and look at the problem from the standpoint of exactly what it is we are trying to accomplish.

(a) Goal. To provide a review system which will insure that career provisional employees are given ample time to improve their performance, if necessary, in order to qualify for career appointment and to provide for meaningful deliberation on the part of the sponsoring component before a recommendation for conversion from career provisional to career status is made.

(b) Current System. The system, as I understand it generally, now operates in the following fashion. SRB periodically sends machine listings with expiration dates to OP/SAS. OP/SAS sends memoranda to the components of the employees on the list announcing the fact that a career conversion decision is necessary. The component responds in the affirmative and OP/SAS advises TRB to cut a personnel action.

Concurrently, fitness report requirements now provide for an initial report at the 9 month point and annual reports thereafter. Therefore, at the 33 month point, if the system is efficient, three fitness reports would be on file for review by the component to assist in its career conversion determination.

(c) Proposed Changes in the System. SPD now reviews all fitness reports on all employees. While we are commencing on 1 May a three year follow-up interview concept, first in the DDS&T followed by other areas, I do not see this as automatically or necessarily involving us in the career provisional to career appointment conversion judgment. If the Director of Personnel wanted to transfer responsibility for monitoring this element of an employee's development from OP/SAS to SPD, we could very easily absorb the function. That, however, is a question which has not been asked or raised to my knowledge. It seems to me that the current fitness report system is adequate to provide an indication of the employee's performance during and before the completion of his first three years. It seems to me that the OP/SAS monitoring of the conversion factor is adequate. It seems to me that if SRB could insure accurate and timely transmittal of the machine listings to OP/SAS, the current major weakness in the system could be resolved.

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Provisional Employee Fitness Report Control  
System

The following steps should be taken by the offices concerned to ensure proper control and monitoring of the provisional employee Fitness Reporting system:

1. Using the current Fitness Report control roster (184), SRB will re-program to incorporate two additions.  
(1) The inclusion of two more reporting periods of 24 and 33 months and (2) a master control roster of only those employees in provisional status on whom Fitness Reports are due to be used by SPD and SAS in monitoring the system.
2. The monthly TRB distribution of the Fitness Report control roster (184) will remain the same. Each office will receive a roster notifying them of the Fitness Report due dates, type of report (Initial, 24 month, 33 month, or annual) on assigned staff employees. Advance notice of 3 months will be given to ensure timely preparation of these reports.
3. The Fitness Report form 45 will be a different color for each reporting category: Initial (9 months) - blue; 24 months and 33 months - pink; and, annual - white. This is to aid in deciding the correct channels of distribution and to emphasize the distinction between the trial period and career provisional and career employee status.
4. All prepared Fitness Reports will be sent to TRB's Fitness Report Control Unit as is the current practice.
5. TRB will log them in and through this exercise up-date and purge the 184 data base.
6. At this point, instead of sending all Fitness Reports to OP File Room for filing in the Official file, the colored form 45's - blue and pink - will be forwarded to SPD.
7. The SPD placement officer will review the Fitness Reports of all provisional employees assigned to his Directorate to ensure that the employee is making satisfactory progress. He will also interview those employees who are available in Headquarters and discuss with them their performance and career interests.

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8. Should the Fitness Report contain information that would suggest to the reviewing placement officer that the provisional employee's performance is below the desired level, SPD will discuss the report with appropriate operating and career service officials to determine appropriate action.

9. This lead time and periodic monitoring of the provisional employee performance should ensure that the interested officials have sufficient time to counsel or take remedial action while the employee is in the provisional status period.

10. The 33 month, or final provisional Fitness Report, will contain specific recommendations by the employee's supervisor and appropriate Career Service officials as to whether the employee should be converted to Career Employee status. If the Career Service recommendation is favorable, the FR will be accompanied by an appropriate SF 1152.

11. After completing the proper review channels the provisional Fitness Reports are filed in chronological order in the employee's Official OP file and remain part of his permanent record of service.

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Review Staff

cc: SRB/OP  
TRB/OP  
SAS/OP  
SPD/OP

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